

Town of Hampden

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday November 19th, 2018

6:00 P.M.

Hampden Town Office

AGENDA

1. Approval of Minutes
 - a. October 1st, 2018
 - b. October 15th, 2018
2. Review & Sign Warrants
3. Unfinished Business
 - a. Council rules review – *standing item*
4. New Business
 - a. Recommendation to Council regarding re-appointment of Avery Caldwell to the Board of Assessment Review
 - b. Recommendation to Council regarding appointment of Kristie Foster to the Personnel Appeals Board
 - c. Recommend Council authorization for the expenditure of \$525 from Computer IT Reserve account 3-711-00 for the postage meter lease
 - d. Recommend Council ratification of the affirmative vote of August 6th for the authorization for the expenditure of \$1,863 from Matching Grant Reserve account 3-780-00 for the Town's share of the Assistance to Firefighters Grant for fitness equipment
 - e. Recommend Council authorization for the expenditure of \$21,000 from Equipment Reserve account 3-71700 for the purchase of the public works (cemetery) pickup truck #57 – *referral from Infrastructure Committee*
5. Manager's Items
6. Public Comment
7. Committee Member Comments
8. Adjournment

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday October 1st, 2018

6:00 p.m.

Hampden Town Office

MINUTES*Attending:**Chairman McAvoy**Mayor McPike**Councilor Cormier**Councilor Wilde**Councilor Marble**Councilor Wright**Councilor Ryder**Manager Jim Chandler**Town Clerk Paula Scott**DPW Director Sean Currier***1. Meeting Minutes**

- a. Sept. 17th, 2018 – *Councilor Wilde made a motion, seconded by Councilor Cormier, to approve the minutes with correction to his attendance. Unanimous, 7-0.*

2. Review & Sign Warrants – Committee members reviewed and signed the disbursement warrants.**3. Unfinished Business**

- a. Council rules review – *standing item – This item was set aside.*

4. New Business

- a. Recommend Council approval of the Edythe L. Dyer Community Library Meeting Rooms Policy – *requested by Library Director Lozito – Councilor Marble made a motion, seconded by Councilor Ryder, to recommend approval of the Edythe L. Dyer Community Library Meeting Rooms Policy. Unanimous, 7-0*
- b. Recommend Council refer to public hearing the proposed amendments to the Fees Ordinance – *annual review – Councilor Wilde made a motion to refer the Transfer Station Fees to Services Committee. Councilor Marble made a motion to amend to refer to*

Services Committee next month. There were no seconds to the motions. Discussion followed. Councilor Marble made a motion, seconded by Mayor McPike to strike the \$100.00 decal fee and change it to \$20.00. Councilors Wright, Marble and McPike voted in favor. Councilors Ryder, Wilde, Cormier and McAvoy voted in opposition. Motion fails, 3-4. Councilor Ryder made a motion, seconded by Councilor Marble to leave the decal fee at \$10.00. Councilors Ryder, Wright, Marble, Wilde, Cormier and McAvoy voted in favor. Mayor McPike voted in opposition. Motion carries, 6-1. Councilor Wright made a motion, seconded by Councilor Marble, to refer the Fees Ordinance to Council as amended by Committee for referral to public hearing. Unanimous, 7-0.

- c. *Recommend Council refer to public hearing the proposed repeal of the Outdoor Wood Boiler Annual Licensing Ordinance – requested by CEO Block – Councilor Marble made a motion, seconded by Councilor Wright, to refer the Outdoor Wood Boiler Annual Licensing Ordinance to Council for referral to public hearing. Unanimous, 7-0.*
- d. *Recommend Council refer to public hearing the proposed amendments to the Town Ways Ordinance – recommended by Director Currier – Councilor Marble made a motion, seconded by Councilor Ryder, to refer the Town Ways Ordinance to Council for referral to public hearing. Unanimous, 7-0.*

5. Manager's Items - none

6. Public Comment - none

7. Committee Member Comments - none

8. Adjournment – With no other business, the meeting adjourned at 7:00 p.m.

Respectfully Submitted,



**Paula A. Scott, CCM
Town Clerk**

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday October 15th, 2018

6:00 P.M.

Hampden Town Office

MINUTES

Attending:

Chair McAvoy

Mayor McPike

Councilor Cormier

Councilor Wilde

Councilor Marble

Councilor Wright

Councilor Ryder

Manager Jim Chandler

Town Clerk Paula Scott

Manager Chandler introduced the new Deputy Treasurer, Sherry Murray.

1. Approval of Minutes
 - a. None
2. Review & Sign Warrants – *Committee members reviewed and signed the disbursement warrants.*
3. Unfinished Business
 - a. Council rules review – *standing item*
4. New Business
 - a. Recommend Council referral to public hearing the proposed amendments to the General Assistance Ordinance - *as prepared by MMA for the Office of Family Independence, State of Maine – Councilor Marble made a motion, seconded by Councilor Wright to refer to Council for referral to public hearing. Unanimous, 7-0.*
 - b. Recommend Council authorization for the expenditure of \$7,784.00 from Police Cruiser Reserve for the purpose of outfitting the new cruiser with equipment – *requested by Chief Joseph Rogers – Councilor Marble made a motion, seconded by Councilor Wilde to recommend authorization for the expenditure of \$7,784 from Police Cruiser Reserve to outfit the new cruiser with equipment. Unanimous, 7-0.*
 - c. Request for authorization for the expenditure of \$34,000 from Recreation Area Reserve for the purpose of awarding a contract to Plymouth

Town of Hampden

Engineering to perform professional services to secure stormwater permitting for the Western Avenue Municipal Properties – *referral from Services Committee – Councilor Wilde made a motion, seconded by Councilor McPike to recommend award of contract and authorization for \$34,000 from Recreation Area Reserve for stormwater permitting for the Western Avenue Municipal Properties. Unanimous, 7-0.*

5. Manager's Items – *Manager Chandler reported on the MDOT road project and new design on the bridge.*
6. Public Comment - *None*
7. Committee Member Comments - *None*
8. Adjournment – *With no other business, the meeting adjourned at 6:58*

Respectfully Submitted,

A handwritten signature in cursive script that reads "Paula A. Scott".

Paula A. Scott, CCM
Town Clerk

**Memorandum**

TO: Town Council
CC: Jim Chandler, Town Manager
FROM: Paula Scott, Town Clerk
DATE: November 15, 2018
RE: Committee Appointments

Avery Caldwell has submitted an application for reappointment to the Board of Assessment Review for Committee consideration and recommendation to Council.

Kristie Foster, a new resident to Hampden, has submitted an application for appointment to the Personnel Appeals Board for Committee consideration and recommendation to Council.



Check One: ☐ Initial Application 4-a
☒ Reappointment Application

TOWN OF HAMPDEN
APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: CALDWELL AVERY J.
LAST FIRST MI
ADDRESS: 150 EMERSON MILL RD HAMPDEN 04444
STREET TOWN ZIP

MAILING ADDRESS (if different): _____

TELEPHONE: _____
HOME WORK

EMAIL: _____

OCCUPATION: Real estate broker, appraiser

BOARD OR COMMITTEE PREFERENCE:

FIRST CHOICE: Board of Assessment Review

SECOND CHOICE (OPTIONAL): _____

How would your experience, education and/or occupation be a benefit to this board or committee? I have had over 20-year experience in

real estate brokerage, finance, appraisal &
assessing. I am a Certified Maine Assessor, MRS.

Are there any issues you feel this board or committee should address, or should continue to address? _____

3 YEAR

BOARD OF ASSESSMENT REVIEW
PERSONNEL APPEALS BOARD
LURA E. HOIT MEMORIAL POOL
HARBOR COMMITTEE

EDYTHE L. DYER LIBRARY
RECREATION COMMITTEE
BOARD OF APPEALS
HISTORIC PRESERVATION COMMISSION

5 YEAR
PLANNING BOARD

FOR TOWN USE ONLY

Date Application Received: 11/1/18

COUNCIL COMMITTEE ACTION: Finance & Admin DATE: 11/19/18

COUNCIL ACTION: _____ DATE: _____

☐ NEW APPT ☐ REAPPOINTMENT DATE APPOINTMENT EXPIRES: _____



Check One: ☒ Initial Application
☐ Reappointment Application

4-6

TOWN OF HAMPDEN
APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: Foster Kristie M
LAST FIRST MI
ADDRESS: 411 Old County Rd #9 Hampden 04444
STREET TOWN ZIP

MAILING ADDRESS (if different): _____

TELEPHONE: _____
HOME WORK

EMAIL: _____

OCCUPATION: Senior Manager - Wayfair

BOARD OR COMMITTEE PREFERENCE:

FIRST CHOICE: Personnel Appeals Board / Board of Trustees
Lura Hoit Memorial Pool

SECOND CHOICE (OPTIONAL): _____

How would your experience, education and/or occupation be a benefit to this board or committee? As a senior leader in a fast paced and growing

organization, I bring strong work ethic, organization, time
management, decision making skills and every aspect of a
personnel experience - hiring, corrective action and termination

Are there any issues you feel this board or committee should address, or should continue to address? _____

3 YEAR

BOARD OF ASSESSMENT REVIEW
PERSONNEL APPEALS BOARD
LURA HOIT MEMORIAL POOL
HARBOR COMMITTEE

DYER LIBRARY
RECREATION COMMITTEE
BOARD OF APPEALS
HISTORIC PRESERVATION COMMISSION

5 YEAR
PLANNING BOARD

OCT 18 2018

FOR TOWN USE ONLY

Date Application Received: _____

COUNCIL COMMITTEE ACTION: Finance + Admin DATE: 11/19/18

COUNCIL ACTION: _____ DATE: _____

NEW APPT REAPPOINTMENT DATE APPOINTMENT EXPIRES: _____



4-c

MEMO

To: Jim Chandler, Town Manager & Hampden Town Council
From: Kyle Severance, GIS-IT Specialist
Date: 11/8/18
Re: Request to Use IT Computer Reserve for Lease of Postage Machine

Message:

The purpose of this memo is to request authorization to pay for the initial/unbudgeted costs associated with starting a new lease for a postage machine at the town office. If the solution produces the cost and time saving we expect, subsequent years will be budgeted out of administration.



It will most likely come as a surprise that we currently do not use a postage machine considering all the mailings we do. Our current practice involves getting stamps from the post office and sealing envelopes by hand and tongue. We have researched solutions from Formax and Pitney Bowes and recommend the Formax machine through a company called NeoPost out of Dover, NH. This will allow us to weigh, feed, moisten, and stamp envelopes at a rate of 45 per minute and save two cents on postage every time.

Requested authorization to expend:

\$525.00 for a leased postage machine from NeoPost out of Computer Reserve account 03-711-00

I would be happy to answer any questions you may have. Thank you for your consideration,

Kyle Severance

Ps. Thank you, Danielle Simons, for all the work pulling together staff, the numbers, and speaking/meeting with the sales people!

**Memorandum**

TO: Town Council
CC: Jim Chandler, Town Manager
FROM: Paula Scott, Town Clerk
DATE: November 15, 2018
RE: Ratification vote

These items are on the agenda for a ratification vote. When they were originally voted on and approved on August 6th, it was after they were added to the agenda on the night of those meetings and supporting documentation passed out in hard copy. The votes, however, were not included in the minutes and both meetings had failed recordings due to the equipment failure with the video recorder which made an attempt to correct the minutes impossible. The referral for the truck came from the July 23rd Infrastructure meeting and the referral for the fitness equipment came out of the August 6th Finance meeting. The authorizations for Reserve Fund expenditures need to be captured for the audit so I am respectfully requesting a ratification of the original votes so that they may be in official meeting minutes.

Hampden Public Safety

4-d

Emergency Services Working Together

106 Western Avenue
Hampden, ME 04444

Phone: 207-862-4000

Email: publicsafety@hampdenmaine.gov

<http://www.hampdenmaine.gov/>

<https://www.facebook.com/hampdenpublicsafety>

Police—Fire—EMS

Code Enforcement
Building Inspection
Fire Inspection

Local Health Office

Joseph L. Rogers
Director of Public Safety
Kandy A. McCullough
Admin. Office Manager

Police

T. Daniel Stewart
Sergeant / SRO
Scott A. Webber
Sergeant
Christian D. Bailey
Sergeant
Joel Small
Investigator
Joseph D. Burke
Patrol Officer
Benson G. Eyles
Patrol Officer
Shawn F. Devine
Patrol Officer
Marc Egan
Patrol Officer
William Miller
Patrol Officer
Jeffrey L. Rice
Patrol Officer

Fire

Jason Lundstrom
Lieutenant / Fire Inspector
Daniel Pugsley, Jr.
Lieutenant / Paramedic
Matthew St. Pierre
Lieutenant / Paramedic
Myles Block
CEO / Paramedic
Jared LeBarnes
Building Inspector / Paramedic
Joseph Danton
Paramedic / Chaplain
Matthew Thomas
FF / Paramedic
Shawn McNally
FF / Paramedic
Matthew Roope
FF / Paramedic
Chris Liepold
FF / Paramedic

10/30/2018

Tammy,

Attached are the 3 quotes we received. The equipment has been or is in the process of being ordered.

The financial breakdown is as follows:

AFG Federal Share- \$37,272.00
Hampden Share- \$ 1863.00

Total Project Cost-\$39,135.00

***Note- The total cost to purchase all of the equipment needed was \$39,132.75. This leaves \$2.25 in leftover funds. I will account for these on my end with material needed locally to install the gym mats.

I will be requesting the federal funds Thursday in the amount of \$37,272.00. Please let me know when we receive them. In addition I will need copies the receipts indicating that we have paid in full. I also need to document that we have spent our share (\$1863.00).

If you have any questions please let me know.

Sincerely,



Lt. Jason Lundstrom
Hampden Fire Department

INFRASTRUCTURE COMMITTEE MEETING
Monday, July 23, 2018
6:00 P.M.
HAMPDEN TOWN OFFICE

AGENDA
(Revised Monday, July 23, 2018)

1. MINUTES
 - a. June 25, 2018 Meeting
2. UNFINISHED BUSINESS
 - a. **Mayo Road Code Complaint – *request of Councilor Marble***
 - i. **Note, the Code Officer was not available for this item when originally placed on the June agenda**
 - b. Update – Ongoing Mold Remediation at Municipal Building
 - c. Update – Cemetery Vehicle Purchase
 - i. Approval of \$21,000 in Reserve Funds Expenditure from DPW Equipment Reserve Account 3-717-00 – *Recommend referral to Council for Action, requested by Sean Currier*
 - d. Update on FY 2019 Paving Pre-Con Meeting
 - e. Schoolhouse Lane Status
3. NEW BUSINESS
 - a. Discussion and Motion to Refer Proposed November 2018 Roads & Bridges Bond Referendum to Council
 - i. Route 1A – \$500,000
 - ii. Route 1A/Western Avenue Signaled Intersection – \$400,000
 - iii. Sawyer Road Bridge – \$250,000
 - iv. Manning Mill Bridge – \$250,000
4. STAFF UPDATES
5. PUBLIC COMMENTS
6. COMMITTEE MEMBER COMMENTS
7. ADJOURN



TOWN OF HAMPDEN
DEPARTMENT OF PUBLIC WORKS

106 WESTERN AVE.
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-5067

July 23, 2018

To: Jim Chandler
From: Sean Currier
Subject: DPW Equipment – Reserve Request

The Public Works Department is requesting approval to use DPW Equipment Reserve funds in the amount of \$21,000.00 for the purchase of a used 4-door four wheel drive pick-up for the cemetery summer crew to use for transportation to all job sites in Town.

In lieu of a full RFP process costing the tax payers more money, we found a repossessed vehicle at Maine Savings Federal Credit Union that fit the cemetery crew's needs. The DPW mechanic spent time searching for alternate vehicles but we could not find a comparable vehicle with low miles for under \$26,000.00. The vehicle was test driven prior to putting in a bid on the truck. The starting price was 23,950.00 and we bid \$20,000.00. The final negotiated price was \$21,000.00.

This vehicle has been approved in the email poll on July 17 and budgeted for from the DPW Equipment Reserve fund 03-717-00.

Thank you for your consideration.

Sean Currier